

STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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2009 FEB 20 A 10: 32

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## SHARED SERVICES COMMISSION REGULAR MEETING TUESDAY, FEBRUARY 17, 2009

**Members Present:** Dennis Milanovich-Chmn, Clayton Bannock, Tim Derby, and Joe Wehr

**Members Absent:** Ann Harford, Dale Roberson

**Others Present:** Lori Smith-Recording Secretary, Tony Littizzio-Director of Business Services BOE

### 1. CALL TO ORDER

Chairman Dennis Milanovich called the meeting of the Shared Services Committee to order at 7:40 PM at the Ellington Town Hall, 55 Main Street, Ellington CT.

### 2. CITIZENS FORUM

None

### 3. APPROVAL OF MINUTES: January 27, 2009

Mr. Wehr pointed out a typo on page 2. The word "members" should not have an apostrophe in it.

**MOVED (WEHR) SECONDED (BANNOCK) AND PASSED UNANIMOUSLY TO APPROVE THE SHARED SERVICES COMMISSION MINUTES OF JANUARY 27, 2009 WITH THE CHANGE NOTED.**

### 4. DISCUSSION REGARDING SHARED SERVICES

After the January meeting, Mr. Bannock met with the Board of Education accounting department and Mr. Collins, IT Coordinator, regarding the merging of the payroll and the IT functions. The questions that arose were, what level of service does the town require, is there sufficient bandwidth, what is the software being used and the skill set that the Town requires, and what are the locations of the infrastructure. They felt the best way to answer these questions would be to visit each site to see what they have in place. Mr. Bannock has received a copy of the contract with The Computer Company to review, and he is surprised that there is no termination clause. Mr. Collins needs to analyze the infrastructure and the skill needed for the Town's IT network and figure out what it would cost to absorb this item. Mr. Littizzio stated that he remembered an

analysis that was done several years ago and presented to the Board of Selectmen. Copies of that may be on file and the members felt that would be good to see.

Mr. Milanovich felt that the Commission should make a recommendation to combine the IT support.

Mr. Wehr felt that information needed to be gathered and analysis done before the Commission made that recommendation. It was decided to send a letter to the Superintendent of Schools asking that Mr. Collins be permitted to do an analysis and proposed solution for the absorption of the Town's IT services into the Board of Education to see if it would be cost effective.

Mr. Bannock stated that the payroll functions were also discussed at the meeting with the BOE. Basically, all payroll steps are similar in function. The differences are in how the periodic payments such as pension payments, union dues and savings accounts get done. The question is what is in the Town's contract with ADP? There are 4,034 checks per year written for the Town and approximately 13,000 checks per year for the BOE. On the other side, is the Board of Education accounting department able to handle the Town's functions.

Mr. Littizzio's concerns were how the ADP information feeds into the present software and how the information would interface to generate the reports for the general ledger. Mr. Littizzio stated that for the Board of Education to go to a payroll service, would be taking a step backward.

Mr. Bannock felt that a request to see the current ADP contract should be made. They will inform the Finance Officer and the Superintendent of Schools what they are doing. A copy of the contract will also be sent to the Board of Education. An analysis by the Board of Education may need to be done to see which way will be most cost effective

Mr. Wehr stated that he had done some investigating about the Town Engineer contract and was told that one does not exist. He was told that the Town Engineer will begin billing on a monthly basis in the future. Mr. Michaud told him that a contract would be signed with Buck & Buck soon. It was the consensus of the Commissioners that before a contract is signed with Buck and Buck, the services should go out to bid. At best, if a contract is signed, it should have a termination clause. Mr. Bannock agreed that the services should go out to bid and the Commission will send a note to the First Selectman stating their request.

##### 5. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

**MOVED (WEHR) SECONDED (DERBY) AND PASSED TO NOMINATE CLAYTON BANNOCK AS CHAIRMAN OF SHARED SERVICES COMMISSION.**

**MOVED (WEHR) SECONDED (DERBY) AND PASSED UNANIMOUSLY TO ELECT CLAYTON BANNOCK AS CHAIRMAN OF SHARED SERVICES COMMISSION.**

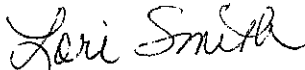
**MOVED (WEHR) SECONDED (DERBY) AND PASSED TO NOMINATE DENNIS MILANOVICH AS VICE CHAIRMAN OF SHARED SERVICES COMMISSION.**

**MOVED (WEHR) SECONDED (DERBY) AND PASSED UNANIMOUSLY TO ELECT DENNIS MILANOVICH AS VICE CHAIRMAN OF SHARED SERVICES COMMISSION.**

6. ADJOURNMENT

**MOVED (WEHR) SECONDED (DERBY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:56 PM.**

Respectfully submitted:

A handwritten signature in cursive script that reads "Lori Smith".

Lori Smith, Recording Clerk